



City of Rockville Park Picnic Permitting Procedures

- Proof of City of Rockville residency is required to rent a park within the city limits of Rockville. Prior to requesting a permit, please verify that your address is within city limits.
- Park permits / rentals for designated picnic areas are based on availability.
- Permitting begins March 1st each year and ends on October 1st. Parks are available for use April 1- October 15.
- Two weeks advance notice is required to obtain a permit.
- All permits issued for use of a park are limited to the designated picnic area and access to the restrooms in that park. All other areas of the park, including the sports fields and courts are to be used on a first-come, first-served basis by the public as well as the renting group.
- No park permit can include a plan for reserving the fields for organized games as an activity. Fields are permitted only to groups directly sponsored by the City of Rockville.
- Parks are available from sunrise to sunset. The user group must adhere to the contracted hours stated on the permit.
- Permit requests may be received 8:30am-4:30 pm, Monday-Friday in the Glenview Mansion office at the Rockville Civic Center Park located at 603 Edmonston Drive in Rockville. For information call 240-314-8660.
- You must be at least 18 years old to rent a park.
- For non-alcohol picnics, the renter needs to pick up the key for the restrooms at Glenview Mansion. The key must be picked up before 4 p.m. on the last business day prior to the scheduled picnic. Failure to pick up the key will result in restrooms not being available during your permitted time.
- For alcohol picnics the renter does not need to pick up the restroom key. A City of Rockville picnic supervisor will be present at the park during the entire rental period and will have the key to the restrooms.



City of Rockville Parks Available to Rent for Picnics

Designated rental areas have been established for outdoor picnic events within selected City of Rockville parks. These designated areas are available to all City of Rockville residents or resident businesses within the corporate limits.

Parks listed below have restrooms, picnic tables, parking and various amenities:

<i>Park Name</i>	<i>Picnic tables</i>	<i>Capacity</i>
1. King Farm Farmstead – NEW Picnic Shelter (Note: This facility has portable toilets not a restroom building)	10	100
2. Potomac Woods Park	7	150
3. Woodley Gardens Park	12	150
4. Elwood Smith Park	3	30

Rent any of the designated areas in the above parks by calling Rockville Civic Center Office 240-314-8660. Information sheets on each park are available upon request or at contracting.

Park Rental Rates for exclusive use of the designated area over contracted period of time

<i>Non-Alcohol Picnic Events</i>	<i>Picnic Event with Alcohol Presence</i>
\$110 for 5 hours, \$25 each additional hr.	\$200 for 5 hours, \$40 each additional hr.
\$100 security deposit	\$100 security deposit
\$ 75 rain date hold – non refundable	\$ 75 rain date hold - nonrefundable
\$ 15 sports bag/equipment rental option	\$ 15 sports bag/equipment rental option
\$ 25 electric use fee option	\$ 25 electric use fee option
Rental does not include staff on site	Rental includes staff on site throughout event

Parks Available to Rent for Walk-in-Only Events:

For events no greater than 30 people

Parks have a shelter, restroom, access to electricity and limited on-street parking:

- Calvin Park
- College Gardens Park (not available in 2007 due to construction)
- Hillcrest Park
- King Farm Park
- Montrose Park
- Monument Park
- Maryvale Park
- North Farm Park

Rent any of the above eight parks through Rockville Civic Center Office 240-314-8660
Information sheets on each park are available upon request or at contracting.



City of Rockville Additional Park Picnic Areas Available to Rent

Lincoln Park Community Center / Pint Isreal Park - Picnic Area

Capacity 30

Rent thru Lincoln Park Community Center 240-314-8780
\$100 for 5 hours, \$25 each additional hour
\$100 security deposit
Rental does not include staff
No amplified music or use of public address system is allowed at this park
Park available year round

Rockville Senior Center Park - Picnic Area

Capacity 30

Rent through Rockville Senior Center 240-314-8800
\$ 85 for 5 hours, \$20 each additional hour
\$100 security deposit
\$40 rain date hold – non refundable
Rental includes center staff for restroom access
No amplified music is allowed at this park
Park available year round

Special Events Permit

Courthouse Square Park and Rockville Town Square are available for public and private group rentals per the “Operations and Regulations” guidelines administered by the City of Rockville Special Events office at 240-314-8605.

<i>Eligible Renter</i>	<i>Fee</i>
Rockville Public	\$ 80 for 4 hours
Rockville Private and Political	\$120 for 4 hours
Non-Rockville Public	\$100 for 4 hours
Non-Rockville Private and Political	\$140 for 4 hours
Additional hours for any group	\$ 30 per hour
Security Deposit	Required/Varies

Unique/Special Outdoor Events

The following activities when held on public property (parks, streets, plazas and/or any combination of areas) require a permit(s). Permits may be obtained from the City of Rockville and/or Montgomery County depending on the specific requests. Any of the following requires a permit:

Sales of any kind	Code Enforcement
Food sales require a health permit	Montgomery County
Alcohol for sale on site	Montgomery County
Alcohol for free consumption on site	City of Rockville
Closure of a road	Code Enforcement
Set-up of a tent (or any other type of temporary structure)	Code Enforcement
Set-up of temporary electrical source	Code Enforcement

Please plan far enough ahead to obtain permits for your event. For further information contact the Rockville Civic Center office at 240-314-8660.

City of Rockville – Rental Agreement

PICNIC RENTAL AGREEMENT

Your event is being held in a neighborhood park. The following rules have been developed to protect the park and also in consideration of nearby residents. These rules must be strictly adhered to. Failure to comply may result in your event being terminated and your security deposit forfeited. City staff working your event, or visiting the park during your event have the responsibility of enforcing these park regulations and the authority to notify their supervisor and/or police to correct any infractions.

- **CONTRACT / PARK PERMIT** - The person who signed the park use permit must be present throughout the event. A copy of the permit to the event is required to be in-hand during the event.
- **START & STOP TIMES** are important. Your contracted time must include all needs: set-up, event activities and clean up.
- **ATTENDANCE** is not to exceed the number stated on the park permit.
- **APPROPRIATE CONDUCT** is required. A person may not indulge in riotous, boisterous, threatening, or indecent conduct, or use abusive, threatening or obscene language. Park users must follow all City of Rockville Park Rules and Regulations.
- **MUSIC** must be kept to a reasonable volume audible only in the immediate event area and turned down and/or off immediately if any complaint is received by your group from a neighbor or fellow park user.
- **EVENT ACTIVITIES** must be identified at the time of permitting to ensure appropriate logistical support for the activities.
- **TRASH** must be bagged and placed in park dumpster or trash receptacle. If the trash receptacles are full or the park does not have a dumpster – the renter is responsible to take all trash with you in order to leave the park in appropriate condition for the next visitor. Note: Bagged trash may not be left on the ground surrounding the trash receptacle or dumpster.
- **NO SALE** of food or alcohol at your event is allowed.
- **CHARGING ADMISSION** to your event is not permitted.
- **RESPECT THE PARK'S WILDLIFE, PROPERTY & EQUIPMENT** through your actions and use.

NOTE: Refunds will be issued when

- Key has been returned to the Rockville Civic Center office
- Weekly reports verify that no damage occurred to the park including
City buildings, plants or equipment within the designated park picnic area

CANCELLATION POLICY

Cancellation must be received in writing from the Rockville Resident / Contact Person. The date that the written cancellation date is received is the effective cancellation date. If cancellation takes place 8 days or more prior to the requested event date, then a \$50 administrative fee will be retained by the City of Rockville. If cancellation occurs 7 days or less prior to the requested date, then the entire permit fee is retained. Note: In the cases above, the security deposit, along with the sports bag fee, the electricity fee and the key deposit will be refunded within 3 weeks after the date of the requested event.

A \$25 administrative fee will be retained for weather-related cancellations when the Rockville resident / contact person speaks with a Rockville Civic Center staff member at least 3 hours prior to the event. Please call 240-876-6581 in this situation.

CHANGE OF DATE FEE

- A \$25 administrative fee will be required to implement a change of date for your event.



City of Rockville Code - Park Regulations & Rules

Alcoholic Beverages - A person may not consume, sell, distribute, possess, or use alcoholic beverages in any City park without an alcohol permit issued by the City.

Bicycles - A person may not ride a bicycle anywhere except on a paved vehicular road or on a path designed for biking.

Camping or Lodging - A person may not camp without a written permit issued by the City Manager.

Commercial Activities - A person may not sell, or offer for sale, any merchandise, article, or thing in or upon City parks or at any City-sponsored special event without having first obtained a permit from the City for a specific area or the special event. A person may not practice, carry on, conduct or solicit for any trade, occupation, business or profession, without first obtaining written permission from the City.

Disorderly Conduct - A person may not indulge in riotous, boisterous, threatening, or indecent conduct, or abusive, threatening, or obscene language.

Domestic Animals - No animal may be brought on City park property unless it is on a leash, and at all times entirely within the control of the person bringing it on park property. Persons bringing an animal on City park property are responsible for immediate cleanup and removal of the animal's defecations.

Firearms - A person may not carry or discharge any firearms.

Fires - A person may not make or kindle a fire except in places provided.

Games - A person may not play games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins, or model airplanes except in areas set apart for such forms of recreation.

Handbills and Advertising - A person may not distribute any handbills or circulars, or post, place or erect any bills, notices, paper, or advertising device or matter of any kind.

Litter - A person may not throw or leave paper, fruit skins, or other rubbish anywhere except in the receptacles provided for such purpose, or place any refuse therein that has been brought from private property in the vicinity.

Malicious Mischief, Damage, Etc. - A person may not cut, break into, injure, deface, or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign, or other structure, apparatus, or property; pluck, pull up, cut, take, or remove any shrub, bush, plant, flower, or sign; mark or write upon any building, fence, bench, sign or other structure; climb any tree or walk, stand or sit upon monuments, vases, fountains, railings, fences, or any other property not designated for such

purpose; cut or remove any wood, turf, grass, soil, rock, sand or gravel.

Operating Hours- All City parks shall be closed between sunset and sunrise, except lighted activity areas.

Picnics - A person may not picnic or lunch in a place other than those designated for that purpose.

Repairing or Washing Vehicles - A person may not repair or wash a vehicle.

Structures, Treehouses, etc.- A person may not construct or erect any structure on park property without a special written permit from the City.

Traffic Regulations /Vehicle Designated Areas - A person may not operate any motor vehicle in excess of 15 miles per hour, unless otherwise posted; a person may not operate a motor vehicle on any area except the paved park roads or parking areas; a person may not park a vehicle in other than the established or designated parking area.

Wildlife - A person may not catch, injure, destroy or interfere in any way with birds, squirrels, or any wild animals.

Grills/Grilling – All grills must be kept within the designated picnic areas and attended to at all times. Coals must be disposed of in fireproof containers and removed from park grounds.

Horses/Ponies – Are not allowed in neighborhood parks at designated picnic areas.

Tents or other structures / banners or displays – No tents or pole displays are allowed. Note: Staking of tents damages tree roots. The locations of under ground electrical conduits are not identified and pose a potential safety hazard.

Water Activities - Any and all activities requiring access to running water including but not limited to sprinklers, water slides and dunk tanks are not allowed.

I have read and agree to abide by the above City of Rockville park regulations and picnic rules.